

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

October 29, 2013

SUBJECT: TRANSFER AND/OR CHANGE IN PAYGRADE, FORM 01.40.00 - REVISED; DETECTIVE SUPERVISOR TRAINING ACKNOWLEDGMENT, FORM 01.55.00 - DEACTIVATED; TRANSFERS REQUESTED BY EMPLOYEES - REVISED; ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT TO DETECTIVE SUPERVISOR - REVISED; AND DETECTIVE SUPERVISORY TRAINING REQUIREMENTS - REVISED

PURPOSE: This Order revises the Transfer And/Or Change In Paygrade, Form 01.40.00, deactivates the Detective Supervisor Training Acknowledgment, Form 01.55.00, and revises Department Manual Sections 3/762.20, *Transfers Requested by Employees*, 3/763.07, *Eligibility Requirements For Advancement To Detective Supervisor* and 3/763.47, *Detective Supervisory Training Requirement*, of the Department Manual to eliminate the use of the Form 01.55.00 and simplify the process of identifying any Detective II or Detective III, who has not completed the Supervisory School or Detective Supervisory Course.

PROCEDURE:

- I. **TRANSFER AND/OR CHANGE IN PAYGRADE, FORM 01.40.00 - REVISED.** The Transfer And/Or Change In Paygrade, Form 01.40.00, has been revised to add a "Completed Supervisory School" section to determine if an employee has successfully completed the Supervisory School. The distribution of this form remains unchanged.
- II. **DETECTIVE SUPERVISOR TRAINING ACKNOWLEDGMENT, FORM 01.55.00 - DEACTIVATED.** The Detective Supervisor Training Acknowledgment, Form 01.55.00, has been deactivated.
- III. **TRANSFERS REQUESTED BY EMPLOYEES - REVISED; ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT TO DETECTIVE SUPERVISOR - REVISED; AND DETECTIVE SUPERVISORY TRAINING REQUIREMENTS - REVISED.** Attached are the revised Department Manual Sections 3/762.20, *Transfers Requested By Employees*, 3/763.07, *Eligibility Requirements For Advancement To Detective Supervisor*, and 3/763.47, *Detective Supervisory Training Requirement*, with revisions indicated in italics. The procedures within these Sections have been revised to be consistent with current Department terminology and to ensure that a Detective II or Detective III who transfers due to a paygrade advancement or lateral transfer, complete the

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"Completed Supervisory School" section of the Form 01.40.00; and commanding officers or their designees review the Form 01.40.00 to determine if an employee transferring due to paygrade advancement, or lateral transfer, to a detective supervisor position, has successfully completed the Supervisory School training.

FORMS AVAILABILITY: The revised Transfer And/Or Change In Paygrade form is attached for immediate use and is available in LAPD E-Forms, on the Department's Local Area Network.

AMENDMENTS: This Order revises Sections 3/762.20, 3/763.07 and 3/763.47 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 26, 2013**

762.20 TRANSFERS REQUESTED BY EMPLOYEES. When an employee requests a transfer (other than an administrative transfer), to another division of assignment or change in paygrade, he/she *must* submit a Transfer and/or Change in Paygrade, Form 01.40.00, to his/her commanding officer (CO) for approval. The employee's CO *must*:

- When the Form 01.40.00 is approved, forward the form to the CO of the *Area*/division requested by the officer. When the CO of the requested *Area*/division approves, he/she *must* forward the form to the CO, Personnel Division;
- *When the approved Form 01.40.00 involves advancement in paygrade to a Detective II or Detective III position or a lateral to another Detective II or Detective III position, he/she must review the Completed Supervisory School section on the Form 01.40.00 for appropriate action (Manual Section 3/763.07); or,*

Note: When a transfer request involves the advancement of an officer to a higher paygrade position, his/her CO may disapprove the transfer only when it has been verified that the concerned officer is ineligible for the advancement. The requesting officer *is to* be notified by his/her CO when his/her request is denied for ineligibility.

- When the Form 01.40.00 is disapproved and the request does not involve an advancement in paygrade, the form *must* be immediately forwarded to the CO, Personnel Division, with an explanation for the disapproval. Personnel Division *will* be responsible for notifying the officer of the disapproval.

763.07 ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT TO DETECTIVE

SUPERVISOR. In addition to existing requirements, the following training requirements must be met to qualify for advanced paygrade assignments within the rank of detective.

- **Detective II.** Department personnel *will* not be eligible for advancement to Detective II until they have successfully completed the Department's Detective Course or a Department approved substitute.
- **Detective III.** Department personnel *will* not be eligible for advancement to Detective III until they have successfully completed a minimum 80-hour Commission on Peace Officer Standards and Training (POST) certified supervisory course (Department's Supervisory School or Detective Supervisory Course) **and** the Department's Detective Course or its approved substitute course(s).

Supervisory Training Requirements for Detective Supervisors. Detective II and Detective III positions are supervisory level assignments. Accordingly, personnel assigned to detective supervisor positions *must* not perform any supervisory functions until they have successfully completed a minimum 80-hour POST certified supervisor course (Supervisory School or Detective Supervisory Course).

Note: Supervisory functions include, but are not limited to, directing, guiding, training subordinates, evaluating the work of subordinates, conducting administrative investigations (e.g., personnel complaints, uses of force, pursuits, etc.), providing booking advice, approving reports, and coordinating the service of a search warrant.

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Detective Supervisor's Responsibilities. *A Detective II or Detective III who transfers due to a paygrade advancement or lateral transfer, must ensure that the Completed Supervisory School section of the Transfer and/or Change in Paygrade, Form 01.40.00, is completed.*

Commanding Officer's Responsibilities. *Commanding officers have the following responsibilities when they become aware an employee transferring, due to a paygrade advancement or lateral transfer to a detective supervisor position has **not** completed the Supervisory School:*

- *Assign the detective supervisor to non-supervisory duties until training is completed;*
- *Notify the Area/division Training Coordinator to schedule for supervisory training any detective supervisor who has not completed the requisite training; and,*
- *Ensure the detective supervisor does not perform any supervisory duties by conducting an audit every deployment period until training is complete.*

763.47 DETECTIVE SUPERVISORY TRAINING REQUIREMENTS. *All Detective II and Detective III positions require the successful completion of a minimum 80-hour Commission on Peace Officer Standards and Training (POST) certified supervisory course, (Supervisory School or Detective Supervisory Course). Commanding officers must ensure that such personnel do not perform any supervisory duties until training is complete.*

TRANSFER AND/OR CHANGE IN PAYGRADE

CHECK ALL APPROPRIATE BOXES: <input type="checkbox"/> Transfer <input type="checkbox"/> Paygrade Change		TYPE OF TRANSFER: <input type="checkbox"/> Employee Initiated <input type="checkbox"/> Administrative <input type="checkbox"/> Advertised Position				
NAME (LAST, FIRST, MIDDLE)			SERIAL NUMBER		COMPLETED SUPERVISORY SCHOOL YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
PRESENT STATUS:	DIVISION	RANK/PAYGRADE/BONUS	BILINGUAL BONUS POSITION NO.	ASSIGNMENT	POS. NO.	
REQUESTING:					POS. NO.	

A. IF REQUEST FOR LOWER PAYGRADE: (Check appropriate box)

1. ☐ Limited duration or temporary assignment completed.

2. ☐ Failure or inability to satisfactorily perform the duties of the advanced paygrade position (requires accompanying Form 15.02.00 and current Rating Report forwarded through channels to the Employee Relations Group).

3. ☐ Requested by employee.

4. ☐ Other (Requires Form 15.02.00)

B. IF REQUEST FOR ADVANCED PAYGRADE POSITION AND/OR FOR LIMITED DURATION ASSIGNMENT: (Read statement(s) and check appropriate box(es))

1. ☐ Assignment to an advanced paygrade position.
 NOTE: An employee assigned to an advanced paygrade position may be reassigned to a lower paygrade position for any of the reasons listed under "A" above. Assignments to advanced paygrade positions are not regulated by Civil Service rules regarding status and seniority. * Employees assigned to a higher paygrade position receive a new salary anniversary date and will receive the 2nd step increase for the position, if eligible, one year after the assignment effective date.

2. ☐ Limited duration assignment.
 Employee is being assigned to _____ (Section/Unit) where the duration of assignment is limited to _____ months. Upon completion of the assignment, the employee will be reassigned to another position. If not accepted for assignment to another position at the same paygrade level, the employee will be reassigned to a position at a lower paygrade level.

C. IF ADMINISTRATIVE TRANSFER

☐ Position eliminated.

☐ Other, attach Form 15.02.00 with approval signature.

D. IF ADVERTISED POSITION (Advanced paygrade and/or "coveted" assignments) Coveted Position? ☐ YES ☐ NO

1. ☐ This vacancy has been advertised for a minimum of ten days on the following dates:

2. ☐ How many times has the selected officer indicated he/she has applied for this advanced paygrade position or coveted assignment prior to September 1992? _____

3. ☐ The names, serial numbers, gender and ethnicity of all applicants and evaluators for this position are listed on the page 2 of this Form.

4. ☐ All documentation concerning this selection will be retained by the unit making the selection in compliance with LA. Administrative Code Section 12.3(d)(3).

TRANSFER EFFECTIVE DATE: _____ ☐ Check if Form 15.02.00 is attached with additional comments.

I have read and understood the above ...	EMPLOYEE'S SIGNATURE	SERIAL NUMBER	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	PRESENT COMMANDING OFFICER'S SIGNATURE	SERIAL NUMBER	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	REQUESTING COMMANDING OFFICER'S SIGNATURE	SERIAL NUMBER	DATE

APPROVAL: BUREAU APPROVAL IS REQUIRED ON ALL PAYGRADE ADVANCEMENTS. IF TRANSFER TO ANOTHER GROUP OR BUREAU IS INVOLVED, THE SIGNATURE REQUIRED IS THAT OF THE REQUESTING GROUP COMMANDING OFFICER AND BUREAU COMMANDING OFFICER.

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	REQUESTING GROUP COMMANDING OFFICER'S SIGNATURE	SERIAL NUMBER	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	REQUESTING BUREAU COMMANDING OFFICER'S SIGNATURE	SERIAL NUMBER	DATE

APPLICANT SELECTED FOR POSITION/ASSIGNMENT

NAME	SERIAL NO.	*GENDER	*ETHNICITY

APPLICANTS NOT SELECTED FOR POSITION/ASSIGNMENT

NAME	SERIAL NO.	SCREENED OUT		*GENDER	*ETHNICITY
		YES	NO		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
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		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

*Total count of gender and ethnicity of applicants included in the final interview/evaluation.

_____ Black _____ Hispanic _____ Asian/Filipino _____ Caucasian/American Indian; Totals: _____ Male _____ Female

☐ How was this selection made? (check all that apply) Package review ☐ Oral interview ☐ Written exercise ☐

Other ☐ Screen down ☐ (If so, what were the specific criteria used for the screen down? _____)

EVALUATORS/INTERVIEWERS

INTERNAL EVAL. NAME/SERIAL NO.	EXTERNAL EVAL. NAME/DRIVER'S LICENSE NO.	GENDER/ETHNICITY	POSITION	AGENCY/ORG.
1				
2				
3				
4				

I acknowledge that this advanced pay grade/coveted position selection was conducted in accordance with the Sworn Paygrade Advancement Interview Guide.

REQUESTING COMMANDING OFFICER'S SIGNATURE _____

DATE _____